

January 2008

Draft Evaluation, Assessment, IFSP and Developmental Status Scale policies were posted for review and public comment from January 11, 2008 to February 15, 2008.

February 2008

Sensory Strategies to Improve Children's Learning and Behavior

March 12, 2008 – Louisville

March 2008

FFY 2008 Part C Federal Grant Application

April 2008**Attention Providers: Dell Computer Information**

First Steps providers are eligible for discounts on Dell computers using the following process. If you have any problems with this process, please call Jeff Valencia at Dell, using information listed below.

Order process:

Go to www.Dell.com/eppbuy

Enter Member Number: 164230035

Build your computer

Jeff Valencia

Dell Customer Service

Phone: 1-800-576-6038 ext. 6127186

Provider Agreements

Current provider agreements expire on June 30, 2008. First Steps renewing their provider agreements must be sure their completed new agreements arrive at the First Steps Central office no later than June 30 to prevent any lapse in enrollment.

This year the Cabinet is using separate provider agreements for primary service coordinators. Please make note of this change and be sure to download the proper agreement. Businesses providing primary service coordination in addition to other early intervention (First Steps) services, must complete the Primary Service Coordination Provider Agreement and the Service Provider Agreement. Both agreements should be attached to a single Form 6 (and accompanying Form 6As as necessary).

Effective July 1, 2008, the Cabinet will conduct Child Abuse and Neglect (CA/N) Central Registry, criminal background and Kentucky State Police Sex Offender Registry checks for all First Steps providers, including primary service coordinators. Please review the mandatory child abuse/neglect registry, criminal background and sex offender registry check policy. Providers renewing their enrollment must complete the required background checks no later than Dec. 31, 2008.

Beginning July 1, 2008, the Cabinet's First Steps Provider Code of Ethical Conduct will be in effect. The code is available on the First Steps Web site and was mailed to

each enrolled provider Feb. 29, 2008. Please review the code prior to signing the Provider Agreement.

This year the Cabinet will require training for all providers, including primary service coordinators. Please review the provider agreement for details regarding this training.

This year, access to the Cabinet's online features, information and applications will require reliable Internet access and Internet Explorer version 5.5 or higher. If you do not currently have this capability, please inquire about local Internet access availability and contact a software provider for the required browser.

**Please send completed contract to
Jackie Neal, First Steps Program
275 East Main Street, HS2W-C
Frankfort, KY 40621.**

If you have questions about enrollment renewal materials, please contact Jackie Neal at 502/564-3756 x 4049.

- [Individual Provider Agreement](#) - 5A
- [PSC Provider Agreement](#) -5B
- [Form 5A and 5B Instructions](#)
- [RF6 Provider Enrollment Form](#)
- [F6A Provider Enrollment Continuation Form](#)
- [RF6 Provider Enrollment Form Instructions](#)
- [RF7 Professional Development Plan Form](#)
- [RF8 Electronic Media Addendum](#)
- [RF8 Electronic Media Instructions](#)
- [Background Check Policy](#)
- [A.O.C. PT49 Criminal Background Check Form](#)
- [A.O.C. PT49 Criminal Background Check Form Instructions](#)
- [DPP-156 Central Registry Check Form](#)
- [DPP-156 Central Registry Check Form Instructions](#)

2008 First Steps Regional Needs Assessment

New Evaluation, Assessment and IFSP policies became effective Oct. 1, 2008. These policies can be found under the Policy and Procedure Manual and Regulations tab on the left side of this home page.

August 2008

Central Office Announces New Toll-Free Line and E-mail Address

Central office has set up a toll-free telephone number and a dedicated e-mail account to assist points of entry, service coordinators, providers, parents and other stakeholders in accessing central office staff.

Toll-free number - 1-877-41STEPS or 877-417-8377

E-mail

The [First Steps Web site address](#) remains the same

Increased access to central office has been a priority for the program for some time now. Access needs have increased since CBIS recently began referring customer service calls to central office due to staffing shortages. Since that time, service

coordinators and providers have incurred costs associated with accessing central office directly to address service authorization and billing issues.

We hope both the toll-free phone line and dedicated e-mail account will make access to staff assistance and information easier and more efficient for our stakeholders.

November 2008

First Steps Web page now includes a TOTS page which contains templates and Guidance Instructions for PLEs, POEs and PSCs.

RF-23 Record of Provider Signature is a required document that all providers need to complete upon enrollment.